Message Text

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PAGE 01 ANKARA 02598 060838Z ACTION OIC-02

INFO OCT-01 EUR-12 ISO-00 NEA-10 /025 W $\,$

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FM AMEMBASSY ANKARA

TO SECSTATE WASHDC PRIORITY 1385

LIMITED OFFICIAL USE ANKARA 2598

FOR NEA/RA AND IO/OIC

E.O. 11652: N/A TAGS: CENTO

SUBJECT: CENTO MINISTERIAL: ADMINISTRATIVE ARRANGEMENTS

REF: A) STATE 86723, B) ANKARA 2585, C) STATE 75861, D) ANKARA 2439, E) ANKARA 2114

- 1. TRAVEL ARRANGEMENTS ARE FULLY DETAILED IN REFERENCE B, PARA 1B
- 2. SECRETARIAT ACCEPTS KENNEDY CENTER ATRIUM ROOM SUGGESTION (REF C, PARA 4) CONTRACTING OFFICER FOR KENNEDY CENTER RECEPTION WILL BE MR. P. METCALFE, WHO ARRIVES WITH ADVANCE PARTY. SECRETARIAT WOULD APPRECIATE RECEIVING SUGGESTED GUEST LIST AS SOON AS POSSIBLE (REF E, PARA 2).
- 3. REFERENCE A THE ALLOCATION OF SECRETARIES DESCRIBED IN REF C, PARA 1, WOULD SEEM SATISFACTORY, EXCEPT THAT WE THINK IT MIGHT BE ADVISABLE TO ALLOW FOR TWO, RATHER THAN ONE SECRETARIES ON THE 1300 TO 2100 SHIFT. WE WOULD EXPECT TWO SECRETARIES TO SIT IN AT THE SAME TIME DURING A SESSION, SO THAT THEY CAN CHECK EACH OTHER'S RECORDS; EACH PAIR OF SECRETARIES WOULD BE RELIEVED AT, SAY, HALF-HOURLY INTERVALS BY ANOTHER PAIR, SO THAT THE FIRST LIMITED OFFICIAL USE

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PAIR CAN START TYPING UP WHILE THE MEETING STILL CONTINUES. IN ORDER TO KEEP THIS SCHEDULE GOING, A CONSIDERABLE NUMBER OF SECRETARIES WILL BE NEEDED, AND IT IS FOR THIS REASON THAT ONE MORE SECRETARY IS REQUESTED FOR THE AFTERNOON SHIFT.

SPIERS

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Message Attributes

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